STATE OF GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 5/11/73	INSTRUCTIONS: See separate Instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received MAY 17 1973	Application No. 73-367	Date Completed MAY 18 1973

3. AGENCY. Division. Subdivision & Administering Office Address

Department of Transportation
Division of Highways
District Offices & Forest Park Laboratory

4. Person to Contact

T. J. Yearwood

5. Working Title Storekeeper IV	6. Tel. No. 361-8600	Ext. 281

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1963 - To Date

9. Exact Series Title

Warehouse Inventory Reorder File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the State highway system. This includes: highways and bridge construction, the inspection and testing of materials used in building and maintaining highways issuing permits and enforcing compliance of over-weight and over-dimensional rules and regulations for the movement of vehicles on the State highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the control of warehouse inventories.

Included is Reorder Card (SHD Form 447)

File is arranged numerically by stock number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION				
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	15	15	15	12

13. Is this the Record Copy of the series?   [X]   [ ]

14. Is there a duplication of this series in another office or agency?   [ ]   [X]

15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.   [ ]   [X]

16. Does the series contain classified information requiring security handling?   [ ]   [X]

17. Does the series initiate, amend or terminate agency policies and procedures?   [ ]   [x]

18. Could the function be performed if the files were lost or destroyed? **The current warehouse**   [x]   [ ]
inventory could be established by physically inventorying the warehouse stock.

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   [ ]   [x]

20. Does the record series provide data as input to an EDP file?   [ ]   [x]

21. Does the record series contain documentation produced as EDP printout?   [ ]   [x]

22. Has the Federal Government issued instructions governing retention/disposition of these files?   [ ]   [x]

23. Will there be a need for these records 10, 15 years from now? If yes, what?   [ ]   [x]

24. REQUIREMENTS. The following requires the files to be kept **indefinitely** years:

    a. [ ] STATE   b. [ ] STATUTE OF   c. [ ] AUDIT   d. [ ] FEDERAL   e. [X] ADMINISTRATIVE   f. [ ] HISTORICAL
           LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
          (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

    -[ ] CALENDAR YEAR   -[ ] FISCAL YEAR   -[X] Other **Continuous series without**   then::
                                                    an effective cut-off date.

    [ ] Hold in the current files area   month(s)/   year(s):

    [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold   year(s):

    [ ] Destroy.

    [ ] Transfer to State Archives for permanent retention.

    [ ] Destroy immediately after cut-off.

    [X] Other: (Specify)

       Hold in current files area until obsolete or superseded; then destroy.

          (Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series				Records Management Officer _Bradford_	Date 5/11/73
26. Recommendations		[ ] Approved [ ] Disapproved		Head of Agency/Designee _Rebecca Quenzone_	Date 5/11/73
in Paragraph	State	[✓] Approved [ ] Disapproved		Department of Audits/Designee _William M. Wilde_	Date 5-17-7
25 are:	Records	[✓] Approved [ ] Disapproved		Secretary of State/Designee _Carroll Hart_	Date 5-15-
	Committee	[✓] Approved [ ] Disapproved		Department of Law/Designee	Date 5-12-73